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Tender Name: Commonwealth Blue Charter Training Services

Tender Reference No: ITT Reference 517-2020

Clarification Questions/Answers

Q1:

There are three contracts, Contract One (Provision of training on: project conception, concept note and proposal development) has a terms of reference as well as an ITT which have different requirements. The other two contracts only have a terms of reference which is aligned with Contract One. If producing a combined bid, should we follow the requirements within the ToR or the requirements within the ITT?

A1:

We recommend you note that you will be applying for all three contracts in one combined cover letter but request you to follow the ITT requirements for contract 1 and requirements within the ToR for contracts 2 and 3. (The different requirements reflect the different sizes of the contracts.)

Q2:

The ToR for all contracts ask for a cover letter, a technical proposal and CVs, but also state that the Evaluation will be based on competency, experience, and cost. Is a financial proposal also required and is there a set format for this?

A2: There is no set format but we do request you to include a financial proposal (including any terms/tranches and VAT (if applicable)) in or attached to your cover letter.

Q3: Should proposals be submitted through the network recruitment portal or direct to bluecharter@commonwealth.int as the ToR for contract one does not specify the option of submitting via email?

A3: In with the ITT instructions (section 4.2), please submit all proposals for contract 1 through Procurement@commonwealth.int
For contracts 2 and 3, please submit through the network recruitment portal.

Q4: Are skills required in digital content production and development other than standard Microsoft office applications?

A 4:

These contracts include provision of online training modules. At a minimum, this will include the standard Microsoft applications, or other online platforms that the contractor proposes as suitable to deliver the contract. The Commonwealth is seeking modes of learning that will be engaging and innovative and is open to additional ideas from the suppliers.

Q 5:

We note the invitation to tender for Project Conception, Concept Note and Proposal Development suggests that the total budget payable under this contract will be up to £30,000. Is this in total for Contract 1 only i.e. Project Conception, Concept Note and Proposal Development? Or is it the total for all three contracts i.e. 1-Project Conception, Concept Note and Proposal Development, 2- Training on Science-Policy Communications and Integration and 3-Training on Effective Stakeholder Engagement? i.e. is the contract for a maximum of £30K or £50K?

A 5: Contract 1 (Project Conception, Concept Note and Proposal Development) has a budget of up to £30,000. Contract 2 (Training on Science-Policy Communications and Integration) and contract



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3 (Training on Effective Stakeholder Engagement) each have a budget of up to £10,000 per contract. So, yes £50k for all three is the maximum.

Q6

The document titled 'TONR-ITT_517-2020-Final project conception development' seems to suggest it only applies to 'Contract 1'. Is this ITT documentation only required for Contract 517-2020 (Project Conception, Concept Note and Proposal Development)? Or does it in effect cover all three contracts?

A6 Yes - It only applies for contract 1.

Q7

Who would be the audience for training for all three packages?

A7 Government officials from Commonwealth countries from the respective ocean, blue economy, fisheries departments and national science agencies.

Q8

Is it once-only delivery of each training module, by way of delivery of a pilot? Or is there an expectation for the entire course/modules to be delivered to all Project Action Groups? Depending on the digital platform used, is it acceptable for deliveries to be recorded and webinar format used, enabling later downloading and access for those not in the live sessions?

A8 Training module is expected to be delivered at least twice to cover the various time zones. Yes it is expected and encouraged that the deliverables are recorded for future use.

Q9: How many project-action groups are there and to be included for each work package? How many people are in each action group, and how many individuals would we expect to be involved in each training session?

A9 In a total there are 10 Action Groups covering various Blue Charter themes. 41 countries are now part of one or more Action Groups. The largest Action has 34 members whereas the smallest Action Groups has 4 members. At this point, before the trainings have been advertised, it is difficult to say how many individuals will be expected to be involved in each training session but it is anticipated to be between 10 – 25 per session.

Q10: Will language and interpretation services be required or provided?

A10 No – interpretation is not required as all sessions will be delivered in English.

Q11: Mentoring and follow up is mentioned - how would you see this being identified and negotiated?

A11 Mentoring is a key component of follow up from Contact 1, however further discussions in relation to Action Group needs and desires will need to take place with the chosen trainer, Champions and members.

In the existing Contract 1, 'basic mentoring' is stipulated per Action Group, not per participant, with and outcome of final applications being submitted to a selected funding source or detailed concept note(s) to be submitted to identified private sector funders.

Any in-depth mentoring will be followed by either a contract variation or new contract process depending on the uptake from those who have undertaken the training under Contract 1.



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Q12: Do we need to charge VAT if our lead company is not registered for VAT (and where turnover is under the threshold for VAT registration)?

A12: NO